



Position: Graphic/Digital Designer
Reports to: Strategic Communications Manager
FLSA Classification: Exempt
Department: Financial Resource Division (FRD)
Full/Part Time: Full-time

Organization Summary:

Jewish Federation of Palm Beach County is a 501(c)3 nonprofit organization dedicated to transforming, inspiring and saving lives in the Palm Beaches and 70 countries around the world. Each year, Jewish Federation inspires thousands of community members to contribute, volunteer and participate in programs that generate more than \$30 million to leading a powerful impact in the community.

Position Summary:

The Graphic Digital/Design Specialist is an integral part of Jewish Federation of Palm Beach County's Campaign for the Future (CFTF) team. This position designs creative materials within manages a broad range of production projects, and ensures designs are on-spec, on-brand, on-budget, and on-time. Print and digital design projects include marketing collateral, website design and maintenance, print production and promotional materials such as donor proposals, PowerPoint presentations, reports, invitations, programs, seasonal campaigns, signage, stationery, newsletters, badges, website and email graphics, social media campaign imagery, etc.

The key responsibilities of this position include creating and maintaining materials to increase awareness of CFTF and expand the number of donors within the Palm Beach Jewish community. The position reports to and works closely with the Strategic Communications Manager and Marketing, Events and Development teams.

The ideal candidate has strong technical skills in design software (inDesign), and Adobe Creative Suite, and should be highly detail and deadline oriented. You must be a team player with a positive attitude and the ability to tackle projects quickly and independently.

Essential Duties and Responsibilities:

- Translate client needs and branding strategies into creative design strategies and solutions that adhere to and support CFTF and Federation brand, visual identity, legal guidelines, and messaging.
- Design visual concepts using graphic design tools including design software.
- Collaborate with Strategic Communications Manager, Director, Campaign for the Future, and marketing, fundraising and events professionals to generate ideas, prioritize projects and execute design deliverables.
- Attend project meetings and contribute ideas.
- Maintain project libraries in for department and staff collateral needs.
- Manage multiple projects simultaneously while under tight deadlines.
- Other duties as assigned.

Qualifications and Success Factors:

- Associates degree in graphic design or related required, Bachelor's degree or better preferred.
- Three years' experience in graphic design or equivalent combination of relevant education, experience, and skills required.
- Excellent organizational and communication skills
- High level of proficiency in Adobe Suite (InDesign, Photoshop, and Illustrator)
- Strong knowledge of basic office computing, including MS Office (Outlook, Word, Excel, PowerPoint, Teams), Zoom and basic database skills required.



- Strong digital and print graphic design skills
- Strong understanding and knowledge of printing and digital design processes
- Experience with WordPress or other open-source, CMS platforms
- Excellent time management skills to handle multiple priorities while keeping the team informed
- Balance need for collaboration with team members and stakeholders with ability to work independently, under tight deadlines with the capacity to take direction and implement the most effective creative solutions
- Experience managing print production process including working with external vendors
- Motivated, well organized, and a creative problem solver
- Must be able to pass Level 1 background check.

Work Environment:

Position is eligible to work from home ***occasionally*** in accordance with Federation policies. When working from home, employee must:

- Follow all Federation policies and procedures,
- Be available to other employees during Federation's normal business hours,
- Not work from a public place (e.g. coffee shop, library, etc.) and/or join a public, unsecure wi-fi network when working with sensitive or confidential information,
- Coordinate with IT department to maintain appropriate computer equipment and connectivity.

The Jewish Federation of Palm Beach County is an Equal Opportunity Employer.

The duties and responsibilities described are not a comprehensive list and additional tasks may be assigned to the employee from time to time at the Federation's discretion. Employment is at-will, and this job description is not an employment contract and nothing herein shall be deemed to create in any way whatsoever an employment contract.

To apply online, please visit our career's [page](#). Or email your resume and cover letter to: HRrsvp@jewishpalmbeach.org.

NO CALLS, PLEASE.